

# Special Event Permit Application

**City of Brookhaven**  
200 Ashford Center North, Suite 150  
Dunwoody, GA 30338  
(404) 637-0500 Fax (404) 637-0501  
[www.brookhavenga.gov](http://www.brookhavenga.gov)

Brookhaven is pleased to welcome a variety of special events, from community festivals to athletic competitions. Our goal is to work with event sponsors and producers to help ensure that events that take place in our city are safe and successful, while minimizing the impact on the surrounding community. We hope that you will find these instructions helpful in planning and preparing to execute your special event.

A special event is any organized for profit or nonprofit activity having as its purpose entertainment, recreation, and/or education which takes place on public property or takes place on private property but requires special public services such as the use of parks, public streets, rights-of-ways, or sidewalks. Special events may include, but are not limited to, activities such as run/walk events, cycling events, street festivals, parades, triathlon/biathlon, grand openings, concerts, assemblies, block parties, and certain outdoor promotional events.

Individuals, organizations, or groups wishing to hold events on public property, or on private property but with an impact on public property, such as roads and City parks, must obtain a Special Event Permit from the City of Brookhaven.

Although our Special Event Permit Application is used for a wide range of special events, the review process differs based on the type and details of the event. For example, if the event will include temporary structures such as tents or stationary vehicles, the DeKalb County Fire Marshal's office requires 5 business days to review site and temporary structure plans. (Furthermore, if alcohol is to be served or sold at the event, the event producer must also obtain a Temporary Alcohol Permit through the Finance Department and hire private security officers to prevent alcohol from being removed from the premises.)

As with the review process, the application fee for the special event permit varies depending on the length and type of the event. The fee schedule is available online at the City's website, [www.Brookhavenga.gov](http://www.Brookhavenga.gov). Permit application fees will be assessed based on the information provided in the application and must be paid in full no later than 72 hours prior to the date of the event.

Special Event applications must be submitted at least 60 days prior to the planned special event. Public assemblages such as a procession, rally, or march must be filed at least 15 days prior to the planned event but no more than 60 days prior to the planned event.

All permits related to your special event should be posted at greeting areas or main entrances to the event. City staff may ask event producer to show proof of permit during the event.

Please submit the following Special Event Permit Application and required supplemental materials (detailed in the following checklist) to the Community Development Department, located at 200 Ashford Center North, Suite 150, Dunwoody, GA 30338. If you have questions, please do not hesitate to contact the Community Development Department at (404) 637-0500.

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## Application Requirements:

- ☐ Event Details and Description
- ☐ Contact Information for Producer, Event Sponsor, and Property Owner
- ☐ Signed & Notarized Affidavit from Producer of the Event

## Application Required Attachments:

- ☐ Overall Site Plan of the event location. Plan must be drawn to scale and must include:
  - all property boundaries and setbacks for proposed location of the special event
  - all existing buildings, structures, parking, and curb cuts permanently located on site
  - any proposed temporary structures including buildings, structures, and parking
- ☐ Schedule of Proposed Activities
- ☐ First Aid/Medical Support Plan
- ☐ Waste Disposal Facilities and Control Plan  
*Daily trash cleanup is required. The producer of the event must clean property of all rubbish and debris, returning site to its pre-event condition within 24 hours of the event.*
- ☐ Restroom Facilities Plan
- ☐ Crowd and Traffic Control Plan
- ☐ Parking Plan
- ☐ Recycling Plan
- ☐ Proof of Notification of Neighboring Residences and Businesses  
*Please provide proof of notification, in a written form, of neighboring residences and businesses surrounding the hub of the event of your intent to host a special event.*

## The following items may be required, if applicable:

- ☐ Scale Drawings of all Temporary Structures, including:
  - sizes and types of temporary structures
  - vehicle and trailer storage locations
  - exits and entrances in temporary structures
  - relation to existing buildings and structures
- ☐ Temporary Sign Permit Application
- ☐ Permission from Property Owner(s)
- ☐ Proposed Street / Parking Lot Closure and Traffic Plan
- ☐ Recording Equipment and Sound Amplification Plan
- ☐ Fireworks Permit
- ☐ Temporary Alcohol Permit
- ☐ Business License
- ☐ Cash Bond
- ☐ Proof of Comprehensive Liability Insurance

# Special Event Permit Application Event Description

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	Name of Event:				
Type	Type of Event:				
	<input type="checkbox"/> Triathlon / Biathlon	<input type="checkbox"/> Run / Walk	<input type="checkbox"/> Grand Opening	<input type="checkbox"/> Cycling Event	<input type="checkbox"/> Street Festival <input type="checkbox"/> Parade
Event Details	Purpose of Event:				
	Location of the Event (street address):				
	Date/Duration of Event, From:		To:		
	Actual Event Hours:		a.m. / p.m.	Until:	a.m. / p.m.
	Setup / Assembly Date:		Start Time:		a.m. / p.m.
	Dismantle Date:		Completion Time:		a.m. / p.m.
	Projected Event Attendance:				
Required Attachments	Required Overall Site Plan – attached? (yes / no)				
	Required Schedule of Proposed Activities – attached? (yes/no)				
	Required First Aid / Medical Support Plan – attached? (yes / no)				
	Required Waste Disposal Facilities and Control Plan – attached? (yes / no)				
	Required Restroom Facilities Plan – attached? (yes / no)				
	Required Traffic and Crowd Control Plan – attached? (yes / no)				
	Required Recycling Plan – attached? (yes / no)				
	Required Parking Plan – attached? (yes / no)				
If Applicable, Additional Requirements	Required Proof of Notification of Neighboring Residences and Businesses – attached? (yes / no)				
	Will temporary structures, such as tents, a stage, or stationary vehicles, be part of the event? (yes / no) <i>If yes, please attach a scaled Site Plan showing all permanent and proposed temporary structures on the property at which the event is proposed to be held. The Site Plan should include property boundary lines, setbacks, and buffers. <b>For any temporary structures please attach scale drawings showing size and exits.</b></i>				
	Will the event include temporary signs or banners? (yes / no) <i>If yes, please fill out and attach the Temporary Sign Permit Application.</i>				
	Will the event occur on private property? (yes/no) <i>If yes, please attach proof of permission from the property owner(s).</i>				
	Will the event require closing of any City streets or parking lots? (yes / no) <i>If yes, please attach a list any street(s) and parking lot(s) to be closed as a result of the event. Include the street name(s), date, and proposed time of closing and time of reopening as well as traffic and parking plans.</i>				
	Will the event include recording equipment, sound amplification, or other attention getting devices? (yes / no ) <i>If yes, please attach description of any equipment or devices.</i>				
	Will the event include the use or sale of fireworks? (yes / no) <i>Fireworks are not permitted without approval from the DeKalb County Fire Department.</i>				
	Will the event include the consumption or sale of alcohol? (yes / no) <i>If yes, event sponsors must be in compliance with Chapter 4, Alcoholic Beverage Ordinance.</i>				

# Special Event Permit Application Contact Information

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<b>Producer</b>	Name:
	Company:
	Address:
	Phone:
	Email:
<b>Event Sponsor</b>	Company:
	Contact:
	Address:
	Phone:
	Email:
	Does Event Sponsor have a business license? (yes / no)
	<i>If yes, please attach a copy of business license.</i>
<b>Property Owner</b>	Owner's Name:
	Owner's Address:
	Phone:
	Email:

Note: The Special Event Permit shall be issued only to an individual person, the producer of the event. In this case, producer means the person responsible for planning, producing, and conducting the special event. If a group, organization, association, or other entity is producing the special event, a designated agent of the producer shall be named for purposes of the permit, and that individual shall be solely and fully responsible for compliance with all provisions of the Special Events Permit.

## Optional – Interest in City Involvement:

*If appropriate and desired by the event, the City may be interested in participating in the event or utilizing space for public education or public relations. Answering this question is optional and is not required of any event nor could it be construed as grounds for denial of an application.*

Would your event be interested in donating space for the City participation at your event? (yes / no)

**Special Event Permit  
Property Owner Signature  
Applicant's Certification,  
Affidavit and Signature**

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Name of Event: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

I hereby agree that as a condition to the issuance of a Special Event Permit, the Producer of the Event shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the event.

I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby certify that the site plan and description provided will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the City of Brookhaven, Georgia.

I hereby state and understand that should a complaint be filed against the Producer of the Event for violation of any regulation associated with the application for the City of Brookhaven Special Event Permit, the permit issued for the event will immediately become void and will not reissue for the same location.

Producer's Signature: \_\_\_\_\_

Sworn and Attested before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Signature: \_\_\_\_\_

Staff Use Only	
Application Received:	Event Date:
Permit #:	CD Processed By:
FA Processed By:	PW Processed By:
PD Processed By:	FD Approved Date:
Approved/Denied By:	Approved/Denied Date:
Application Fee:	Fees Paid Date:
Process Completed:	Permit Expiration Date: